

**INDIAN HEALTH SERVICE
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

ANNUAL RECORDS REPORT

To: Records Management Officer Albuquerque Area Indian Health Service Attn: Betty L. Pino	From: (Preparing Office or Unit)
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GENERAL INSTRUCTIONS: The total cubic feet of records can be easily calculated by counting the standard filing cabinets in an office. For example:

1. One **standard**—sized filing cabinet drawer equals approximately 1.5 cubic feet. If the cabinet has five drawers full of files, the total for that cabinet will be 7.5 cubic feet.

$$1.5 \times 5 = 7.5 \text{ Round off to the next cubic foot for a total of 8.}$$

2. One **legal**—sized filing cabinet drawer equals 2 cubic feet. If the cabinet has four drawers filled with files, the total for that cabinet will be 8 cubic feet.

$$2 \times 4 = 8 \text{ cubic feet}$$

Records in modular units can also be calculated by using the same measurements. The smaller lateral units hold approximately 3 cubic feet and the larger lateral files hold approximately 4 cubic feet of records per drawer.

1. Last year's inventory (use the figure from Line 8 of last year's report.		
2. Record destroyed records during the Fiscal Year.		
<u>Amount transferred during the Fiscal Year:</u>		
3. To Federal Records Centers		
4. To other (IHS or non—IHS) Federal Agencies (specify location of transfer and cite authority under "Remarks")		
5. TOTALS (Lines 2, 3, and 4)		
6. Carry over (Line 1 minus Line 5)		
7. Current Year Inventory		
8. Total of Records Currently Held (Line 6 + 7)		

Remarks

Date	Signature	Title	FY Ending: September 30, 2004
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